



ATTLEBOROUGH TOWN COUNCIL

Town Hall, Queens Square, Attleborough, Norfolk, NR17 2AF
Tel: 01953 456194 – Email: enquiries@attleboroughtc.org.uk

**You are hereby summoned to the meeting of the Personnel Committee
To be held on Monday 15th November 2021 at 6.00pm**

This meeting will be held at the Town Hall and live streamed via YouTube
(the YouTube link will be posted on www.attleboroughtc.org.uk)
Due to coronavirus restrictions, there will be a limited capacity for public attendance

Michelle Barron
9th November 2021
Attleborough Town Clerk

AGENDA

Personnel Committee Membership

Clr A Westby, Cllr V Dale, Cllr J Ellis (Mayor and Deputy Mayor – as standing members)

1 Apologies for Absence

To receive and accept apologies for absence.

2 Declarations of Interest

a) To receive and consider declarations of interest in items below:

(Members are no longer required to declare personal or prejudicial interests but are to declare any new Disclosable Pecuniary Interests that are not currently included in the Register of Interests.

Members are reminded that under the Code of Conduct they are not to participate and must leave the room for the whole of an agenda item to which they have a Disclosable Pecuniary Interest.

Members may disclose any other interests they may have in the interests of transparency)

b) To receive and consider dispensations in respect of Disclosable Pecuniary Interests.

3 Minutes of the Personnel Committee meeting held on the 11th October 2021

For acceptance and approval.

4 Exclusion of Press and Public

To pass a resolution excluding the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

5 Staff Vacancies

Current staff vacancies and candidates for interview

6 Staff Matters

Staff matters including training, support and equipment needs for consideration.

7 Chairman's Report to Full Council

Prepare Chairman's report, together with any recommendations, for December Full Council Meeting.

8 Any Other Items which the Chairman decides are urgent

Items for discussion only

Expected Meeting Length is 1 Hour



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**Minutes of the meeting of the Personnel Committee
Held on Monday 11th October 2021 at 7.00pm at the Town Hall**

Present:

Cllr A Westby (Presiding)
Cllr P Leslie Cllr Tyrer Cllr Dale Cllr Ellis

045.2021) Apologies for absence

None received – All councillors were present.

046.2021) Declarations of Interest

- a) To consider declarations of interest in respect of items below – None received
- b) To receive any requests for dispensation of Disclosable Pecuniary Interest – None received

047.2021) Minutes of meeting of the Personnel Committee held on 13th September 2021

Cllr Leslie requested an amendment to minute 042.221, where it should have stated the council, and not the personnel committee were authorised to advertise.
On the motion of Cllr Vera Dale, seconded by Cllr Edward Tyrer, it was then **RESOLVED** to accept the minutes of the Personnel Committee meeting held 13th September 2021.

048.2021) Public Participation

Cllr Ellis had been asked to raise the concern that the council had one member of Grounds staff lone working last week. A discussion was held around bank staff, and the filling of the remaining vacancy.

049.2021) Staff Vacancies

An application for the position of Grounds person was considered.
On the motion of Cllr Westby, seconded by Cllr Dale, it was **RESOLVED** to offer an interview to this applicant.
The Clerk was asked to advertise this, and the Caretaker position on Indeed to attract more applicants.

ACTION: Clerk

050.2021 Staff Matters

Training for office staff and the Clerk was requested.
On the motion of Cllr Leslie, seconded by Cllr Dale it was **RESOLVED** to authorise the office staff to attend the ICCM course for Exclusive rights of Burial. It was requested that the staff provide feedback following the course.

On the motion of Cllr Leslie, seconded by Cllr Tyrer, it was

Personnel Com Mins 11.10.21

RESOLVED to authorise the Clerk to complete the induction with Norfolk Parish Training and Support

On the motion of Cllr Leslie, seconded by Cllr Westby is was **RESOLVED**
To authorise the Clerk to attend the SLCC Finance course "FILCA"

The Clerk advised that at the next Personnel Committee Meeting request will be submitted for Grounds person Training. The Clerk requested some assistance in finding a suitable People Management Course for the Head Groundsman. Cllr Leslie will forward some details he has.

ACTION PL

051.2021 Any other Items which the Chairman decides are urgent

None raised

052.2021 Exclusion of Press and Public

On the motion of Cllr Tyrer, seconded by Cllr Leslie, it was
RESOLVED to exclude the press and public from the meeting under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 given the sensitive nature of the business to be discussed.

Meeting closed at 7.40pm



SEXTON DUTIES

Course overview

- Grave identification and cemetery plans
- Instructions to gravediggers
- Checking procedures -verification of location, depth, size
- Memorials removed from graves
- Preparation for interment
- Legal requirements and implications
- Adjacent unstable memorials
- Dealing with families, funeral directors and officiants
- The funeral service
- Identification of the coffin
- Backfilling
- Inclement weather
- Health and safety
- Customer care
- Problem solving
- Questions and answers

Suitable for: anyone involved in managing or working in a cemetery

Equipment required: a computer, phone or tablet with internet connection, video and microphone function, able to run Teams, either as an app or online

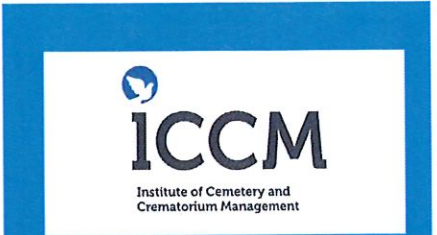
Learning Outcomes

- Knowledge required to ensure a legally compliant, trouble-free, sensitive service
- How to deal with common problems
- How to avoid costly errors

Attendance:

£80.00 plus VAT for ICCM members
£95.00 plus VAT for non-members

During the online training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of the course.



An ICCM quality online training event

Interactive sessions

Learn about the benefits of having legally compliant systems and procedures

Learn new skills

Have your questions answered

Programme

- 9.30 Sign in and introduction
- 9.45 General principles and procedures
- 10.30 Short break
- 10.45 Dealing with families, funeral directors and officiants
- 11.30 Short break
- 11.45 The graveside service
- 12.15 Problem solving
- 12.30 Questions and answers
- 13.00 Finish

Booking Form

I wish to attend/have the following attend the ICCM Sexton Duties online training course on:

Available course dates:

Thursday, 4th November 2021 09:30-13:00 – online training

Name 1: _____ ICCM Member? Y/N

Name 2: _____ Y/N

Representing: _____

Email: _____
Confirmation and link to the training course will be sent by email

Phone No: _____

Address for invoice: _____

Order No: _____

The fee for the online training covers attendance and documentation. The fee is £80.00 + VAT for ICCM members and £95.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing julie.callender@iccm-uk.com. In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Callender at julie.callender@iccm-uk.com, or to ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12 5DQ